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Memorandum

TO : Director of Training

DATE: 8 June 1965

FROM : Chief, Intelligence School

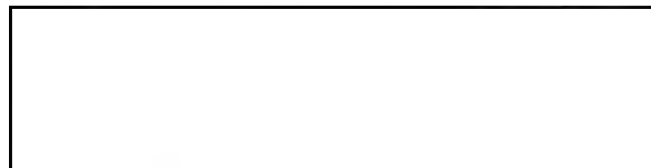
SUBJECT: Weekly Activities Report No. 13
1 - 7 June 1965

W
1. During the week of 1 June Chief IS received an informal request from [] for a second running of the Intelligence Briefing course. There was also an exploratory request from the Office of Security TLO for a special writing workshop for an OS component. Because of existing Intelligence School commitments, neither of these requirements can be met during the summer months. Chief IS shall so inform the requestors.

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2. The Chief of the Clerical Training Faculty has been told by "someone" in the Office of Security that on or about 1 October 1965 the Clerical Training Faculty will move to a new building at 19th and Lynn Streets in Rosslyn. Pending some sort of confirmation, we are treating this as just another rumor.

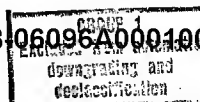
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Attachment: Reports

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
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NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 26-1-82 REVIEWER: 006199

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 7 June 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 13
1 - 4 June 1965

1. Intelligence Orientation

Preparations for I.O. #78 are just about completed, with 24 students enrolled as of this date.

2. N.S.A. Briefing Program

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25X1A [] met with [] 25X1A
the Agency's N.S.A. representative, on 4 June to discuss the proposed N.S.A. Briefing Program. [] 25X1A
told us that the audience would be composed of about 100 top N.S.A. officials (mostly GS-15's and above) and urged us to handle it with as high a level of speakers as possible. [] Deputy Director, N.S.A., has shown a personal interest in the briefings and plans to attend them. 25X1A

25X1A []

25X1A We submitted a tentative proposal consisting of five mornings of briefings over a five-week period, which [] plans to discuss with [] this week. 25X1A

25X1A Final determination of dates and content will probably be made later this week, after another discussion with []

3. CT Orientation

25X1A We have laid out the first two-week Career Training Orientation Course in rough draft form, and are in the process of coordinating it with other OTR elements. Dan Shumate has already had a number of discussions with [] regarding those portions of the former one-week Introduction to the Clandestine Services which should be retained in the new program.

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ILLEGIB

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25X1A

[] plans to visit [] in the near future, to discuss our course in relationship to the Operations Familiarization Course, in order to avoid unnecessary overlapping.

Lecture at American University Program

25X1A

[] presented the Agency lecture in the B.C.I.U. (Business Council for International Understanding) Training Program at American University on 2 June.

In attendance were 11 high-level American businessmen and one businesswoman who are taking this four-week program in preparation for an overseas tour.

This was an extremely astute and attentive group. Although they had a natural interest and curiosity about the Agency's activities, there were no signs of the kind of hostility which apparently has cropped up from time to time in previous sessions with these groups.

This course is now being given five times a year, and the Agency has been participating since its inception about six years ago.

Attendance at Orientation for Overseas

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[] attended this entire course on 1 and 2 June as an observer. In the event of [] departure, he will probably be asked to take over the development and administration of this program.

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OPTIONAL FORM NO. 10
5010-104

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief/Intelligence School

DATE: 7 June 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report #13
31 May - 4 June 1965

MANAGEMENT #90

The Management Training Faculty is at [] this week conducting Management #90 with twenty students, none of whom are from the DDP.

25X1A

CT SUPPORT COURSE

We have had a further conversation with [] of the Operations School regarding the use of the Managerial Grid in the CT Program. [] is planning to visit our current Management Course.

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25X1A

CONVERSATION WITH []

25X1A

At the urging of [] plans to be in New York on 14 June for the purpose of discussions on a number of impending programs.

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DIA

We have agreed to stage our Communications Exercise for about twenty-five Junior Officer Trainees at the DIA in August, in response to a request from []

25X1A

RBS:mam

25X1A

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Memorandum

TO : Chief, Intelligence School

DATE: 4 June 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 13
31 May - 4 June 1965

1. Number in Clerical Induction Training: During the week of 24 - 28 May 1965, there were 15 trainees in Clerical Induction Training; of these 2 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 24 - 28 May 1965, there were 5 trainees in Clerical Orientation Training.

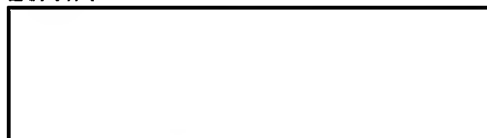
3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 24 - 28 May 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	6	2
Shorthand	3	0

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 24 - 28 May 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	25	
Typewriting	18	1
Shorthand	10	0
Card Punch Operator		
Aptitude Test	1	

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Excluded from automatic
downgrading and
declassification

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TO : Chief, Intelligence School

DATE: 7 June 65

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 13
31 May - 4 June 1965

25X1A

1. [] returned to duty Monday after completing the 14-week Advanced Intelligence Course given at the Defense Intelligence School in Anacostia. This course is extremely valuable for CIA personnel who have a need to know about DOD intelligence organizations and procedures. On the whole, there is suprisingly little knowledge of this subject, even among some of the CIA personnel who work with DOD frequently. The need for greater knowledge of DOD intelligence activities, however, is obvious because they include more than three-fourths of all the intelligence personnel in US intelligence agencies, and their budget is also probably more than three-fourths of the intelligence community total.

One of the major handicaps under which the course operated was that at least half of the students had only top secret clearances; therefore, the course could not give adequate answers as to why there are so many people in intelligence, and why the intelligence budget is so high in DOD.

Another important gap in the course was that relatively little time was devoted to CIA. Quite a number of students commented on this gap and recommended that considerably more time be given to briefings on CIA and its activities.

At graduation on Friday the students were given a beautiful diploma that included the colorful embossed seal of the DIS.

2. The Career Trainees in IPC had a busy, instructive, and interesting week covering everything from Program planning to the Capabilities of Collection Programs. Sandwiched in between these extremes of the production processes were the DD/S&T, including the Office of Scientific Intelligence and the use of computers in Intelligence. The familiar pattern was followed: visits to the plants; meetings with the people producing the intelligence; individual interviews; and seminar discussions led by instructors with first-hand experience in the areas.

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Work this up for a plan

Have received additional info from

Turn it in our weekly for 17 June

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25X1A

3. After less than 30 days on the job to gain experience, [] had to take over the complete responsibility for the administrative functioning of the Office because of the leave-absence of [] Pam is doing an excellent job -- quietly and efficiently handling the course support work plus the administrative and secretarial chores.

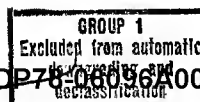
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7 June 1965

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT: Weekly Activities Report #13
1 June - 4 June 1965BRIEFING OF CIA PERSONNEL

25X1A The monthly Orientation for Overseas was given on 1 and 2 June for the fifth time, again by [] Total enrollment was over 40, of whom 39 attended. Of this number, 15 were dependent wives.

*summary for W
I am going
will prepare
a short report
on the progress
this far and
a view to
the last
week of
17 June*

The "Ladies Session" pointing up logistical problems, with attendance billed as optional on the second afternoon, drew 14 of the women enrolled. The panel in charge of this session consisted of [] [] returned from Europe last fall, and [] returned from the Middle East last winter. This was [] second contribution; it was the fourth for the other two ladies. [] advises that the discussion in these sessions keeps coming back to the specifics of the particular country and post of destination. Though we try to build a panel with resources of personal experience in all the world regions to which ladies are being assigned, it is sometimes embarrassing to "sell" a returnee from a region with which only one or two registrants are concerned. We find, however, that such persons can be given substitute help in the form of leads to returnee wives or bachelor ladies. Furthermore, related basic themes are handled by [] on a global basis at the closing session of the full class. The "Ladies Session" has been strongly approved by both registrants and panel members each time we have run the course.

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25X1A

We were fortunate in obtaining Room GA13, which the instructor considers ideal for this purpose.

25X1A

MISCELLANEOUS

We much appreciate the assistance [] has begun to render in managing the files from which hand-out kits are drawn, on personal adaptation themes and the area of destination.

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25X1A

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Orientation & Briefing Officer

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